

POSITION DESCRIPTION

Golden Retriever Foundation

Position: Director of Donor Relations

Reports to: Treasurer, Golden Retriever Foundation (GRF)

This position is an independent contractor performing a contracted service reimbursed at an hourly rate, plus expenses. The Director of Donor Relations is not an employee of GRF.

PURPOSE

The Director of Donor Relations is responsible for creating and maintaining current and accurate records of donations to the GRF, for sending donation acknowledgements suitable for use as tax receipts, for sending memorial notification cards, and for maintaining historical files of original documents.

DIMENSIONS

Financial:

- Verify deposits to the GRF bank account of donations which have been deposited through the bank lock box procedure, and to the PayPal account of on-line donations, approximately \$100,000 annually.
- Make on-line deposits of credit card donations.
- Provide the Treasurer with a complete accounting of all donations.
- Maintain a petty cash account for expenses. Routine expenditures for postage, supplies and telephone shall be paid from petty cash and receipts submitted to the Treasurer for reimbursement. Cards, stationery and any other special forms shall be ordered and paid for by the Treasurer.

Personnel Supervised: none.

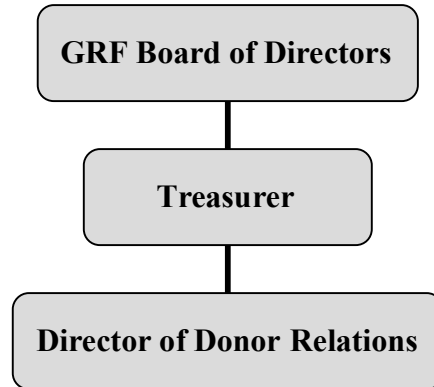
Non-financial Dimensions:

- Process and file approximately 2,000 donations annually.
- Maintain an inventory of stationery, memorial cards and informational brochures and fliers.
- Time requirement of approximately 4 to 6 hours per week during March through September, 15 to 20 hours per week during October through February.

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ORGANIZATION



PRINCIPAL SERVICES

The Director of Donor Relations provides clerical assistance to the Treasurer of GRF by maintaining accurate and complete records of donations and related information, preparing and mailing acknowledgements and memorials, and producing reports from these records.

PRINCIPAL JOB DUTIES

FINANCIAL PROCESSING

- Receive donation forms and deposit slips from the bank, from the web site and through the mail.
- Enter each donation, donor and memorial into a data base within one week of receipt.
- Verify that donation forms, copies of checks and deposit slips balance.
- Make credit card deposits within two weeks of receipt.
- Create a transaction input file for the Treasurer's financial system every two weeks.
- Forward all deposit slips and credit card reports to the Treasurer.
- Create reports to the Directors, including but not limited to bi-weekly donation summaries, large donor lists, and special solicitation progress.

INTERACTION WITH DONORS

- Create, edit and mail acknowledgement letters for every donation within two weeks of receipt.
- Create, edit and mail memorial cards within two weeks of receipt.
- Answer telephone, e-mail and written inquiries from donors concerning donations. Refer donors to the proper GRF officer for advice when necessary.
- Contact donors by telephone or e-mail to verify or clarify donations.

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OFFICE MANAGEMENT

- File and store completed donation forms until required by the Treasurer for the annual audit.
- Maintain a sufficient supply of postage stamps, stationery, memorial cards, brochures and fliers. Notify the Treasurer when supplies need to be reordered.

WORKING RELATIONSHIPS

The Director of Donor Relations reports to the GRF Treasurer. In the normal course of business, the incumbent may interact directly with donors and potential donors concerning donation procedures or status.

KNOWLEDGE, SKILLS AND ABILITIES

The Director of Donor Relations must have a working knowledge of computer word processing and data base technology and Internet use. The incumbent must be a detail oriented worker, able to meet deadlines and to enter data quickly and accurately. In response to foundation programs and initiatives, the Director of Donor Relations should be able to develop methods to expedite processing of data and create automated solutions to simple reporting requirements.

The Director of Donor Relations must possess sufficient mathematical skill to evaluate bank and credit card deposits and prepare an accounting of these deposits for the Treasurer. The Director of Donor Relations must also possess the personnel and language skills necessary to draft tactful correspondence, handle telephone calls and conduct routine business on behalf of GRF.

The Director of Donor Relations deals with very sensitive issues involving people's personal finances and relationships to both human and canine family members. The incumbent must exhibit tact and compassion in all interactions with donors and observe complete discretion about donations.

FREEDOM TO ACT

Within the normal course of business, the Director of Donor Relations deals directly with donors. All questions of GRF policy, or the release of financial or personal information, shall be referred to the Board of Directors via the Treasurer.

The Director of Donor Relations may solicit voluntary assistance toward the accomplishment of a particular task.

There is no authority to commit funds or contract obligations on behalf of GRF without prior approval of the Board of Directors, except for routine office expenses.